

Telecommunications Disaster Preparedness Checklist

1. ***Recovery Strategy Overview*** – A description of the methods that provide recovery capability over the full spectrum of incidents.
2. ***Recovery Team Information*** – The name, role, and telephone number for the recovery team leaders and members.
3. ***Notification Procedures*** – A description of the methods used to notify recovery personnel during business and non-business hours.
4. ***Recovery Team Responsibilities*** – An overview of team member roles and responsibilities in a contingency situation.
5. ***Recovery Priorities*** – A prioritized sequence of recovery activities based upon the business impact analysis.
6. ***Restoration Procedures*** – Step-by-step procedures in sequential order to restore data communications.
7. ***Vendor and Supplier Information*** – The name, address, and telephone number of telecommunications vendors and suppliers.
8. ***Critical Telephone List*** – The name and telephone number of other critical personnel that may be needed during the recovery process.
9. ***Network/Circuit Diagrams*** – High- and low-level topologies that depict the interconnectivity between networks.
10. ***Hardware and Software Inventory*** – A listing of physical hardware (i.e., circuits, routers, and switches) and computer software.
11. ***System Backup Requirements*** – File backup frequency and rotation schedule for critical files stored at the off-premises facility.
12. ***Listing of Internet Protocol (IP) Addresses and Circuits*** – A listing of the IP addresses and circuits for both the facility and other supported sites.
13. ***Off-premises Storage Information*** – The name, address, and telephone number of the off-premises storage facility.
14. ***Record of Changes*** – A record of plan modifications that includes the page number, change comment, and date of change.

For further information or assistance please contact Don Miller, EMD
Telecommunications Section Manager, d.miller@emd.wa.gov, 253-512-7035